

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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AGENDA

REGULAR MEETING OF BOARD OF DIRECTORS

>>> Monday, 4:30 pm – December 6th, 2010 <<<

Bill Platt Training Center
Coast Life Support District Station, Gualala, CA

1. Call to Order Kaplan
2. Adoption of the Agenda
3. Minutes Approval
4. Recognition of Outgoing Board Members
5. Administer Oath of Office for New Board Members
6. Election of Officers
7. Privilege of the Floor – Public Comment

8. Old Business – Information and/or Action
 - Board Training Teleconference w/Counsel (5:00pm) Foster
 - Community Healthcare Working Group Update Kaplan

9. New Business
 - Preliminary Discussion of Budget Alternatives Rice

10. Reports
 - Treasurer Rice
 - Board Members
 - District Administrator Foster
 - Staff

11. Other
 - General announcements
 - Future agenda items & meeting dates

12. Adjournment

- Scheduled Board of Director meetings:
 - Monday, January 10th, 4:30pm Bill Platt Training Center
 - Saturday, February 5th, 9:00am Bill Platt Training Center – Board Training

COAST LIFE SUPPORT DISTRICT
Post Office Box 1056 • Gualala, California 95445
www.clsd.ca.gov



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
October 28th, 2010

Call to Order. President Kaplan called the meeting to order at 4:30 pm. Present: Kaplan, Schwartz, Haverty, Rice, and Dodds, and Scanlon-Hill.

Adoption of the Agenda. Director Schwartz moved, Director Haverty second, all ayes.

Approval of September 2010 Board Minutes. Director Rice moved, Director Schwartz second, all ayes.

Privilege of the Floor: none

Old Business : Information and/or Action

- Board member Appointment: President Kaplan nominated Brent Klopfer to fill the board seat vacated by Paul Moe. Director Schwartz moved, Director Scanlon-Hill second, all ayes.
- Community Healthcare Working Group Update: Director Kaplan gave a presentation, which included: Objectives, Why 24/7 Urgent Care, CAH Benefits, progress the group has made since May including a CAH questionnaire, visits to CA Hospitals, review of Calif. Coastal Commission requirements, and the benefits and obstacles facing rural communities with CAH.
- Rates Document: was presented by Director Haverty
- CPR/AED Training Program: Evan Dilks reviewed the current CLSD program.

New Business: none

Reports:

- Treasurer Rice: A first quarter budget review was presented.
- District Administrator Scott Foster's Report: was included in the board packet. Foster

reported that the district would increase its cost share of full time staff health insurance premium increases. The board noted that this was within the DA's authority and to proceed. Also, Foster reported that the District website is operational.

- Operations Manager. Ops Manager Dilks's report as included in the packet was received.
- Business Manager. Business Mgr. Bold's Accounts Receivable/Write-off report for the month of September 2010 was received. Director Schwartz moved, Director Dodds second to approve the reports. All ayes.

Other:

General Announcements:

Director Scanlon-Hill and Director Haverty were recognized for their years of service to the District Board.

Board Meeting Dates (all meetings at the Bill Platt Training Center, CLSD Station, at 4:30 unless otherwise noted):

- Monday, December 6th, 2010
- Monday, January 10th, 2011
- Saturday, February 5th, 2011 9am-noon
Special Board Training Session

Adjournment. Director Schwartz moved for adjournment, Director Dodds second, all ayes. President Kaplan adjourned the meeting at 6:25 pm.

Minutes approved by:

Signature

Date

**Coast Life Support District
District Administrator's Report
December 6th, 2010**

1. Board Business.
 - a. I welcome Brent Kopfler, Cynthia Chilton Hauck and Tom Toedter to the CLSD team. Along with Operations Manager Evan Dilks and Business Manager Terry Bold, I make myself available to each of you for any orientation or information you need to make serving on the board an enjoyable and meaningful experience.
 - b. I would like to acknowledge and thank Director Schwartz for all of her hard work and assistance in gathering materials for the new Board Book. I encourage all board members to review the contents and make suggestions for additional materials. I have provided binders that should be large enough for directors to keep copies of minutes, agendas, and other significant documentation.

2. Finance
 - a. Accounts Receivable. I have reviewed the Accounts Receivable report and find it within normally expected parameters.
 - b. Audit. Our audit is complete and will be distributed and illuminated by the Treasurer at this meeting. Mr. Sligh's final charges were slightly over \$10K, which cumulatively exceeds the non-RFP purchase threshold. Since his original estimate was slightly under \$10K, and since the additional expenses were incidental to the audit (e.g. travel, additional staff discussions) I do not consider this beyond the District Administrator's purchase authority. However, based on this total cost and in anticipation of next year's audit potentially exceeding \$10K, I will work with the Treasurer to send out an RFP for next year's audit.

/s/

Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report December 6, 2010

Deployment / Staffing

- ALS (M-120) was staffed 100% and second out BLS (B121) was staffed 100%. No third out responses.

Community Presence

- We assisted RCMS with the placement of a Public Access Defibrillator (PAD) at the Elaine Jacobs Center in Gualala. This was purchased by RCMS. We also provided a CPR class for the center and public.
- We finished the football season providing a standby ambulance for PAHS.

Facilities

- No major repairs pending

Vehicles/Equipment

- All vehicles and equipment are in service and in good working order. All preventive maintenance is current, although our first out ALS ambulance (Big Red) is showing its age. Jim Adamski and Bronwyn Golly have volunteered to start the replacement process for our first out ALS ambulance due for FY12.

Communications

- The Zettler ATT site repeater relocation continues to be stalled at the County level. Sheriff and Fish & Wildlife are in the same boat, so we're confident that the County will eventually make this work. The license process continues for tactical network expansion into Sonoma County.
- We are placing a new radio system in the Ford BLS ambulance to replace an out dated model.

TeamHealth Nurse Triage Line

<u>Month</u>	<u>Calls</u>	<u>Triaged</u>	<u>ED now</u>
October	30	14	4

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

December 6th, 2010

Vouchers:

Replenishment: Replenishment vouchers for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the period:

- October 22nd through November 8th, 2010 in the amount of \$72,438.53 was signed by Operations Manager, Evan Dilks.
- November 9th through December 2nd, 2010 in the amount of \$91,697.45 was signed by Operations Manager, Evan Dilks.

Accounts Receivable Report: I have reviewed the October 2010 Accounts Receivable reports and find it to be within normally expected parameters.

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

OCTOBER

2010

ALS Transports	29
BLS Transports	8
Dry Runs	20
ALS/BLS Treat & Release	8
Total	65

Gross Accounts Receivable Balance: \$169,957.47

AMBULANCE REVENUE \$136,742.78

Payments Posted: \$35,879.55

WRITE-OFFS:

MediCare-Required	\$38,186.86
Medi-Cal Required	\$14,151.28
Collections Agency	\$2,939.00
Board Approved Write-Offs/No Estate	
Insurance Write-Off	\$6,201.08
Sliding Scale Adjustment	
Less Reimbursement	

Total Write-Offs for This Month \$61,478.22

Revenue Adjustment/increase

New Gross Accounts Receivable Balance: \$209,342.48

Aging Report to

CURRENT	\$106,271.27
31-60 Days	\$50,173.03
61-90 Days	\$14,924.02
91+ Days	\$37,974.16

New Gross Accounts Receivable Balance: \$209,342.48

FAMIS ACCOUNT: \$22,613.81
 Redwood Credit Union Checking: \$100,765.45

Board Approval: _____ (Date)

Secretary: _____ (Signature)